

**DETERMINATION AND FINDINGS  
FOR  
SINGLE AVAILABLE SOURCE PROCUREMENT**

Agency: Child and Family Services Agency (CFSA)  
Caption: Technical assistance for sexual exploitation and devastation to youth and  
parents (Biological & Foster)  
Contractor: Courtney's House  
Contract Number: DCRL-2018-R-0015

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

**2. MINIMUM NEED:**

The District of Columbia, Child and Family Services Agency (CFSA), is seeking a contractor to provide full time survivor services coordination services to properly address the needs of victims of the commercial sexual exploitation of youth.

**3. ESTIMATED FAIR AND REASONABLE COST:**

Not to Exceed \$99,998.12

**4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:**

- a) CFSA is the District of Columbia's public child welfare agency responsible for investigating child abuse and neglect and providing services to child and youth victims and those at risk of abuse and neglect and their families in the District. CFSA's primary mission is to improve the safety, permanence, and well-being of abused and neglected children/youth and to help strengthen their families. CFSA believes children thrive within small family settings with continuity and support in the most normalizing environment possible.
- b) Courtney's House has been identified and determined as the Single Available Source for providing survivor services coordination services for male and female youth. Two known organizations provide these services 1) Courtney's House and 2) Fair Girls. However, Fair Girls provides services for only female youth, whereas Courtney's House provides services for both male and female youth.
- c) The Survivor Coordinator services are essential as they provide an additional layer of support for youth who are victims of trafficking and their families. Courtney's House will provide a full-time survivor services coordinator to do case management for up to 20 CFSA youth, coordinate support groups, provide technical assistance for investigators and workers who may not be able to confirm if a youth is being trafficked. Courtney's House will also provide training for CFSA staff, youth and

parents (biological & foster) along with providing statistics, trends and other requested data about the participants (youth and parents) of the survival services program.

Therefore, it is in the best interest of CFSA to procure the services from Courtney's House for males and females, as it is the only vendor that possesses the unique and singularly available capability deemed essential to meet the CFSA's important services to promote the safety and well-being of wards of CFSA

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Donald  
Director  
Child and Family Services Agency

**6. CERTIFICATION BY CONTRACTING OFFICER**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-354.02). I further find that the contractor listed above is the only available source that can meet the District's minimum needs. Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

\_\_\_\_\_  
Date